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64-2102
5 MAY 1969

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Regulatory Implementation of Proposal 2, Home Leave,
and Proposal 7, Overseas Tours of the Administrative
Authorities Committee

REFERENCES : (a) Memo dtd 17 Apr 69 to ExDir-Compt., subject,
Admin. Authorities Home Leave Eligibility (DD/S 69-1614)
(b) Memo dtd 25 March 69 to RCB/SSS from SOS/DDS, subject,
Administrative Authorities - Proposal #7 (DD/S 69-1334)

1. There are attached, for your review, before submission to C/RCB/SSS, the regulatory changes recommended to implement Proposals 2 and 7 of the Administrative Authorities Committee. The changes include modifications made during the coordination of the Proposals.

2. Because of the close interrelationship of Proposal 2, Home Leave Upon the Completion of a Prescribed Tour, and Proposal 7, Overseas Tour Policy, the specific regulatory changes contemplated for the implementation of each are best comprehended when considered together. They are, therefore, submitted as a package.

3. In recommending a clearly-understood overseas tour policy, the Administrative Authorities Committee stressed that both home leave eligibility and overseas return travel entitlements should be based primarily upon the completion of a tour prescribed in advance. In accordance with this objective, I have provided for the establishment of an Agency tour policy in [redacted] (adjacent to other regulatory material concerning overseas assignments), and I have retained the materials on home leave and return travel in their present locations within the regulations [redacted] and [redacted] respectively), with appropriate cross-references to [redacted]

4. I believe these are the logical places that employees and officials will tend to look for guidance on tours, home leave and return travel. In accomplishing these arrangements I have incorporated the content of the changes contained in the attachments to Proposals 2 and 7.

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Deputy Director of Personnel

MORI/CDF Pages 13, 14, 15, 16,
19, 20, & 21.

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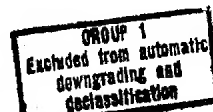
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18. TOURS OF DUTY ABROAD AND SERVICE ABROAD AGREEMENT

- a. The normal tour of duty abroad is 24 months of continuous creditable service.
- b. Upon the written request of an Operating Official and the concurrence of the appropriate Deputy Director or Deputy Directors, the Director of Personnel may approve a tour of duty other than 24 months of continuous creditable service for general application at a particular post or group of employees at that post. A special tour abroad other than 24 months of continuous creditable service may also be approved for a specific individual in advance of his assignment abroad.
- (1) Exceptions to the normal 24 months tour which are applicable to a post or group of individuals will be at least 18 months. An exception applicable only to a specified individual for a particular assignment abroad must be for a minimum of one year.
- (2) Exceptions to the normal tour of 24 months must be in the Government interest. The nature of the circumstances, including expected problems if the request is not approved, will be fully explained in writing.
- c. Each time an employee is appointed or transferred to a post abroad or returns to a permanent assignment abroad immediately

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(To
implement
Proposal 7
of Admin.
Authorities
Committee
on Tours of
Duty)

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following home leave, he will execute a Service Abroad Agreement (Figure 1).

- (1) The Agreement will designate the employees' post of assignment abroad, the length of his prescribed tour, his permanent place of residence and his home leave point or points.
 - (2) The Service Abroad Agreement will be completed prior to commencement of travel to the post abroad, and it will be forwarded to the Office of Personnel, normally with the Travel Order, for retention.
- d. Upon the request of an Operating Official and the concurrence of the Career Service and Deputy Director concerned, the Director of Personnel may approve the return of an individual short of his tour of duty abroad as prescribed in advance in his Service Abroad Agreement when such return is in the Government interest. The Operating Official will fully explain the circumstances and Government interest involved.

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b. CONDITIONS OF APPROVAL

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(To
implement
Proposal 2
of Admin.
Authorities
Committee
on Home
Leave)

- (3)(f) The ~~initial~~ grant of home leave ~~may~~ will be made ~~only~~ as soon as administratively convenient after completion of an employee's tour as prescribed in advance in his Service Abroad Agreement or upon official approval of his return short of his prescribed tour (See HR ~~of 24 months/continuous~~ creditable service outside the United States after 6 September 1960.

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Following the initial grant, home leave may be granted upon completion of each subsequent substantial period of service outside the United States, which shall be not less than the prescribed tour of duty for the employee's post of assignment unless the Director of Personnel determines that an earlier grant of home leave is warranted in an individual case. (For travel for home leave see HR [redacted])

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- (1) Home leave will not be granted to an employee upon the completion of his prescribed tour of duty abroad or upon his officially authorized return from abroad short of his tour prescribed in advance unless he has served in such tour of duty at least 18 months of continuous creditable service abroad.
- (2) For travel for home leave see HR [redacted]

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TRAVEL

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4. AUTHORIZATION OR APPROVAL. Official travel and transportation expenses may be authorized or approved only for purposes which are clearly in the best interests of the Government.

- b. ~~SERVICE AGREEMENT FOR ASSIGNMENT ABROAD~~ TRAVEL ABROAD. Expenses of travel and transportation incident to appointment to a post abroad or transfer from COMUS to a post abroad shall not be allowed unless the employee agrees ~~in writing~~ to remain at his assigned post for ~~the period of not less than one nor more than three years prescribed in advance by the Director of Personnel~~ of duty specified in his Service Abroad Agreement.

(See HR ☐) If the agreement is breached by the employee during or after the first year of duty, return travel or shipment of effects at Government expense shall not be allowed. The Director of Personnel, after consultation with the Operating Official concerned, shall determine whether the employee has breached his service agreement and, if so, shall immediately inform the Director of Finance.

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- (1) If the agreement is breached by the employee during the first year of duty at the post, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee upon demand.
- (2) Whenever an Operating Official or the Director of Personnel is aware of an apparent breach of service in an employee's

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downgrading and
declassification

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To implement
Proposal 7
Admin. Auths.
Committee
which advocated
completion of
tour as the
basis for both
home leave and
travel to and
from abroad

Service Abroad Agreement, the issue will be resolved in accordance with the procedures below:

- (a) The Director of Personnel will decide whether the breach of service sufficiently involves the Government's interest to waive a reimbursement of travel and transportation expenses previously incurred in the assignment of an employee abroad or to grant return travel and transportation expenses of an employee from his post abroad, whichever situation is applicable in a given case.
- (b) Findings warranting a determination by the Director of Personnel that the breach is not sufficiently in the Government interest will include: the breach of service is for personal reasons without the presence of an Agency interest or comparable Agency interest; the employee's performance or conduct is a basis for separation for cause; and the employee resigns or retires in lieu of separation for cause.
- (c) If the Director of Personnel decides reimbursement of expenses incurred in the employee's travel to a post abroad is required, the employee will refund total travel and transportation expenditures incurred, including storage of effects at headquarters. Monies due the employee by the Government may be applied in liquidation of the sum due.

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- NEW { (3) When the Director of Personnel determines an employee has
breached his Service Abroad Agreement, he shall immediately
inform the Director of Finance.

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SERVICE ABROAD AGREEMENT

TRAVEL ENTITLEMENTS

1. IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PRESCRIBED PERIOD OF SERVICE ABROAD DESIGNATED IN PARAGRAPH 6 BELOW, AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF YOUR PRESCRIBED PERIOD OF SERVICE OUTSIDE THE CONTINENTAL UNITED STATES. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

A. WHEN YOU BECOME ELIGIBLE FOR RETURN TRAVEL FROM ABROAD FOR REASSIGNMENT, THE GOVERNMENT'S OBLIGATION IS LIMITED TO TRAVEL AND TRANSPORTATION TO HEADQUARTERS OR SOME OTHER IDENTIFIED POST OF PERMANENT ASSIGNMENT.

B. WHEN RETURN TRAVEL IS FOR TERMINATION OTHER THEN FOR CAUSE, DEATH OR RETIREMENT, TRAVEL AND TRANSPORTATION WILL BE ALLOWED TO YOUR PERMANENT PLACE OF RESIDENCE AS DESIGNATED BY YOU AND OFFICIALLY RECORDED, PURSUANT TO AGENCY REGULATIONS.

C. CERTAIN OTHER ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES ARE SPECIFIED IN AGENCY REGULATIONS.

2. EXCEPT AS REQUIRED IN PARAGRAPH 3 BELOW:

A. YOU WILL BE REQUIRED UPON DEMAND TO REIMBURSE THE GOVERNMENT FOR ALL OF THE EXPENSES IT INCURRED IN THE TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS IF YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES IS TERMINATED PRIOR TO 12 MONTHS FROM THE DATE OF YOUR ARRIVAL OVERSEAS: (1) EITHER BY YOU OR THE AGENCY FOR PERSONAL REASONS OFFICIALLY HELD TO BE INSUFFICIENT IN REGARD TO THE INTERESTS OF THE GOVERNMENT; (2) BY THE AGENCY BY REASON OF DEFICIENCIES IN PERFORMANCE OR BEHAVIOR TO A DEGREE WARRANTING SEPARATION FOR CAUSE; OR (3) BY YOUR RESIGNATION OR RETIREMENT IN LIEU OF SEPARATION FOR CAUSE. YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

B. YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD FOR ONE OR MORE OF THE REASONS STATED IN PARAGRAPH 2 ABOVE.

3. YOU WILL NOT BE LIABLE FOR REIMBURSEMENT OF TRAVEL AND TRANSPORTATION EXPENSES IN YOUR ASSIGNMENT ABROAD AND YOU WILL BE AUTHORIZED RETURN TRAVEL TO THE UNITED STATES IF AGENCY OFFICIALS DETERMINE THAT YOUR DEPARTURE FROM YOUR POST ABROAD IS NECESSARY:

- A. FOR REASSIGNMENT, IN THE CONVENIENCE OF THE GOVERNMENT;
- B. FOR INVOLUNTARY SEPARATION, NOT FOR CAUSE;
- C. FOR REASSIGNMENT OR SEPARATION BECAUSE OF MEDICAL REASONS;
- D. FOR ANY OTHER REASON DETERMINED TO BE BEYOND YOUR CONTROL; OR
- E. FOR CAUSE OR FOR PERSONAL REASONS WHICH ALSO ARE DEEMED TO SUFFICIENTLY INVOLVE THE GOVERNMENT'S INTEREST AS NOT TO WARRANT A DISALLOWANCE OF RETURN TRAVEL OR A DEMAND OR EXPENSE ALREADY INCURRED BY THE GOVERNMENT.

NOTE: TO BE EXECUTED WHENEVER AN EMPLOYEE IS ASSIGNED ABROAD OR RETURNS ABROAD PCS IMMEDIATELY AFTER HOME LEAVE.

4.. IT IS AGENCY POLICY THAT HOME LEAVE WILL GENERALLY BE GRANTED TO AN ELIGIBLE EMPLOYEE AS SOON AS IT CAN BE ARRANGED IN THE CONVENIENCE OF THE GOVERNMENT AFTER THE COMPLETION OF HIS PRESCRIBED TOUR OF DUTY ABROAD. YOUR ELIGIBILITY FOR HOME LEAVE TRAVEL AND HOME LEAVE TIME (THE LATTER IS NOT AVAILABLE TO EMPLOYEES ASSIGNED TO ALASKA AND HAWAII) IS CONTINGENT UPON THE CONTEMPLATION BY YOU AND AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE CONTINENTAL UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

TOUR OF DUTY ABROAD

5. NAME OF POST OF ASSIGNMENT OUTSIDE CONTINENTAL UNITED STATES _____

6. PRESCRIBED PERIOD OF SERVICE ABROAD (FILL IN APPLICABLE BLANKS.)

A. REGULARLY PRESCRIBED TOUR OF DUTY

- ☐ 24 MONTHS
- ☐ OTHER PERIOD OFFICIALLY
PRESCRIBED FOR POST.
(SPECIFY PERIOD BELOW)
- _____

DEPUTY DIRECTOR
OR DESIGNEE

DATE

B. SPECIAL PERIOD OF SERVICE ABROAD
PRESCRIBED FOR THIS TOUR ONLY

_____ MONTHS

CAREER SERVICE

DATE

DEPUTY DIRECTOR
OR DESIGNEE

DATE

DIRECTOR OF PERSONNEL

DATE

DESIGNATION OF PERMANENT PLACE OF RESIDENCE

7. YOUR "PERMANENT PLACE OF RESIDENCE" DESIGNATED BELOW IS MAINTAINED IN YOUR OFFICIAL PERSONNEL FOLDER AS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED PURSUANT TO AGENCY REGULATIONS IF YOU BECOME ELIGIBLE TO RECEIVE RETURN TRAVEL FROM ABROAD TO THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO.

8. IN COMPLETING THE BLANKS BELOW, YOU SHOULD ORDINARILY LIST THE PHYSICAL DWELLING PLACE YOU HAVE BEEN MAINTAINING AS YOUR PERMANENT PLACE OF RESIDENCE. (IF YOU ARE BEING APPOINTED FOR AN OVERSEAS ASSIGNMENT WITHOUT HAVING HAD A PREVIOUS DUTY ASSIGNMENT IN THE U. S., YOU ORDINARILY SHOULD LIST THE PHYSICAL DWELLING PLACE YOU HAVE BEEN MAINTAINING PRIOR TO APPOINTMENT, UNLESS SUCH PLACE IS A SCHOOL OR SOME OTHER LOCATION WHICH YOU HAVE USED AS A TEMPORARY ADDRESS.) YOU MAY REQUEST APPROVAL OF SOME OTHER PLACE (ABODE OR DOMICILE) AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN SHOW THAT YOUR CURRENT PHYSICAL DWELLING PLACE IS TEMPORARY OR THAT YOU HAVE ALREADY TAKEN CONCRETE ACTION TO ESTABLISH A NEW PLACE IN THE

S-E-C-R-E-T

U. S., ITS POSSESSIONS, OR THE COMMONWEALTH OF PUERTO RICO, WITH THE INTENTION OF MAINTAINING SUCH LOCATION AS YOUR PERMANENT RESIDENCE UPON YOUR RETURN FROM ABROAD. YOU MUST SUPPORT YOUR CLAIM THAT SOME LOCATION OTHER THAN YOUR CURRENT PHYSICAL RESIDENCE IS YOUR CORRECT PERMANENT PLACE OF RESIDENCE BY ATTACHING A MEMORANDUM TO THIS AGREEMENT. INFORMATION THAT MAY BE PRESENTED IN EVIDENCE INCLUDES: STATE VOTING REGISTRATION, PROPERTY OWNERSHIP, AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

9. CURRENT DWELLING PLACE

ADDRESS

CITY OR P.O.

10. REQUESTED PERMANENT PLACE OF RESIDENCE, IF DIFFERENT

ADDRESS

CITY OR P.O.

11. APPROVAL OF PERMANENT PLACE OF RESIDENCE IF DIFFERENT FROM CURRENT PHYSICAL DWELLING PLACE.

DEPUTY DIRECTOR
OR DESIGNEE

DATE

DIRECTOR OF PERSONNEL

DATE

DESIGNATED HOME LEAVE POINTS

12. AMONG THE PLACES THAT YOU MAY DESIGNATE FOR USE AS A HOME LEAVE POINT AT THE TIME OF HOME LEAVE TRAVEL ARE YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS, AND OTHER LOCATIONS IN WHICH YOUR CHILDREN OR PARENTS RESIDE. YOU MAY LIST MORE THAN ONE OF THE FOREGOING PLACES BUT CONFINE THE LISTING TO ONLY THOSE ADDRESSES FROM WHICH YOU INTEND TO SELECT A HOME LEAVE POINT AT THE TIME OF YOUR ELIGIBILITY FOR HOME LEAVE. YOU MAY ALSO SUBMIT FOR APPROVAL SOME OTHER POINT IN ACCORDANCE WITH THE PROVISIONS OF HR SUCH SPECIAL DESIGNATIONS MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

13. IF YOUR PERSONAL SITUATION AT THE TIME OF YOUR DEPARTURE OVERSEAS QUALIFIES YOU TO DESIGNATE MULTIPLE HOME LEAVE POINTS BELOW, YOU MAY SELECT AT THE TIME OF HOME LEAVE TRAVEL WHICH ONE OF THESE AUTHORIZED POINTS YOU WISH TO USE. APPROVED DESIGNATIONS WILL APPLY TO FUTURE OVERSEAS TOURS AS LONG AS CONDITIONS REMAIN UNCHANGED.

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14. DESIGNATION OF HOME LEAVE POINT(S).

A. LOCATION

ADDRESS AND CITY

REASON

INITIAL*

B. APPROVAL

DEPUTY DIRECTOR
OR DESIGNEE

DATE

DIRECTOR OF PERSONNEL

DATE

* DEPUTY DIRECTOR OR DESIGNEE WILL INITIAL EACH HOME LEAVE POINT APPROVED.

EMPLOYEE CERTIFICATION

I HAVE READ AND UNDERSTAND MY SERVICE OBLIGATIONS AND TRAVEL ENTITLEMENTS AS DESCRIBED
IN THIS AGREEMENT.

NAME

DATE

FORM NO. _____

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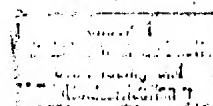
17 April 1969

MEMORANDUM FOR: Executive Director-Comptroller**SUBJECT: Administrative Authorities--Home Leave Eligibility**

1. Based on the justification and circumstances set forth in the memorandum from the Deputy Director for Support, dated 17 April 1969, I believe the recommended action would be proper under the Director's approval to utilize the Agency's statutory authorities to adopt the administrative authorities of the Foreign Service Act set out in the joint memorandum from the Office of General Counsel and the Office of Legislative Counsel dated 23 August 1967.

2. Of particular note, since this matter was before you previously, is the more stringent interpretation of Civil Service Regulations regarding tours of less than 24 months after an initial 24-month tour. As the Deputy Director for Support notes, if there is an intervening PCS tour, a second tour would be treated as an initial tour thus requiring 24 months to gain eligibility for home leave. Obviously this decreases Agency flexibility and strengthens the justification for adopting the Foreign Service law as being necessary to carry out Agency functions..

LAWRENCE R. HOUSTON
General Counsel



DD/S 69-1334 ✓

25 March 1969

NOTE FOR: Regulations Control Branch/Support Services Staff

SUBJECT : Administrative Authorities -- Proposal #7

Attached is a copy of a memorandum signed by Mr. Coffey approving adoption of Proposal #7. Also attached is a copy of a draft revision of HR [] which could be used in the preparation of a formal revision. [] agrees with the amendment.

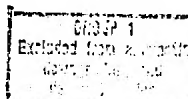
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Atts

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Substitute for duty abroad" per discussion

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Insert: The normal tour of overseas duty is 24 months. At the request of and with the concurrence of the Deputy Director concerned, the Director of Personnel may approve exceptions to the normal tour, to be applicable to a particular post or group of employees at that post.

3. **USUALLY TRAVELED ROUTE.** One or more routes which are essentially the same in cost to the Government and in travel time. Selection of usually traveled routes will depend on the authorized mode or combination of modes, and is subject to the provisions of paragraphs 12 and 13 restricting use of foreign carriers.

4. **AUTHORIZATION OR APPROVAL.** Official travel and transportation expenses may be authorized or approved only for purposes which are clearly in the best interests of the Government.

- a. **TRAVEL ORDERS.** Written authorization or approval by an authorizing official is required for the payment of expenses from Government funds. Travel shall not be commenced before the issuance of a written travel order except when circumstances in a particular case preclude prior written authorization. In these exceptional cases, the travel order shall be issued as soon as possible, or the travel authorizing official may indicate his approval by signature on the travel voucher. Except as provided in subparagraph 7a(1)(c) below, travel orders may not be amended to change any standard of reimbursement with respect to travel already performed. Insert: "tour of duty"

- b. **SERVICE AGREEMENT FOR ASSIGNMENT ABROAD.** Expenses of travel and transportation incident to appointment to a post abroad or transfer from CONUS to a post abroad shall not be allowed unless the employee agrees in writing to remain at his assigned post for a ~~minimum of 12 months~~ prescribed in advance by the Director of Personnel. If the agreement is breached by the employee during the first year of duty at the post, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is breached by the employee during or after the first year of duty, return travel or shipment of effects at Government expense shall not be allowed. The Director of Personnel, after consultation with the Operating Official concerned, shall determine whether the employee has breached his service agreement and, if so, shall immediately inform the Director of Finance.

- c. **SUPPORT BY ARMED SERVICES.** Travel and transportation services to be provided by the armed services at the request of and in support of the Agency shall be documented by an appropriate military authorization. Procedures for issuing and processing requests for military authorizations are prescribed in [redacted]

5. **AUTHORITIES AND RESPONSIBILITIES.** To the extent that funds are available for obligation, and the travel is otherwise consistent with this regulation, authorizing officials may authorize, approve, and amend travel orders for themselves, and for personnel under their jurisdiction, subject to the following:

- a. Authorizing officials not under the jurisdiction of the Deputy Director for Plans shall obtain prior concurrence of the Deputy Director for Plans in all authorizations of travel abroad.
- b. Authorizing officials shall obtain prior concurrence of the official having jurisdiction over a domestic field installation, in all authorizations of travel to it.

Revised: 9 September 1965 (202)
Effective: 1 November 1965

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